

City of Lowell
Job Description
Please Post: October 26, 2015
Deadline: November 9, 2015
Manager's Office
Parking Director

Job Title: **Parking Director** (1100-DH04, 2210)
Department: Manager's Office
Reports To: City Manager
Salary: \$63,007.36 (min) to \$73,954.92 (max), per City Ordinance

SUMMARY

The Parking Director will have primary responsibility for the planning, enforcement, management and administration of the City's on-street and off-street parking systems. Activities will include budgeting, financial review, forecasting and strategic planning. Duties are performed under the general direction of the City Manager. The Director plans, organizes, oversees and reviews programs, staff and activities related to the construction, enforcement, operation and maintenance of the City's parking programs, garages and facilities; acts as the City's representative in meetings and public forums regarding parking; performs related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as the department head for the Department of Parking.
- Manages the operation of the City's On-Street and Off-Street Parking System
- Prepares annual budget request for the department.
- Manages contracts related to City's on-street and off-street parking systems.
- Works with City Manager's staff to develop financial and statistical reports relative to the operation of all on-street and off-street parking plans. Prepares reports as directed.
- Develops annual strategic plan for department in alignment with City Manager's goals and priorities.
- Manages Parking Enterprise Fund to ensure that there are adequate funds for debt service, operations, capital improvements and reserves; procures services; identifies and pursues appropriate funding.
- Manages leasing and contracts for parking in municipal parking facilities and surface lots.
- Oversees the supervision of personnel, including work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance; ensures sufficient staffing; patrols and modifies districts as necessary as backup.
- Plans, develops and administers Special Event parking programs, to include scheduling of transportation, fee collection services, security and traffic control.

- Works with the Division of Planning and Development in the planning and developing of transportation and parking policies and procedures.
- Researches and makes recommendations to City Manager regarding operational problems, finances, capital improvements, complaints, public concerns and inquiries.
- Conducts research, surveys, and studies required for long-range strategic planning relating to the operation, maintenance and finance of municipal parking facilities, the installation and removal of parking meters and the monitoring of parking zones.
- Ensures that adequate parking is available to downtown businesses and residents and meets with individuals to resolve complaints related to parking.
- Manages contract related to the Security of the City's garages.
- Develops and implements systems to maintain records on employees, equipment inventories, and compliance activities.
- Responds to written and telephone inquiries from the public and governmental agencies; provides guidance concerning the relevancy of the parking rules and regulations; prepares responses to correspondence.
- Attends public meetings and may represent The City of Lowell at Council meetings.
- Other duties as assigned by the City Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration, Public Administration, Planning, Engineering or related field preferred; 5-6 years experience in a related field required. Demonstrated oral and written communication skills. Computer skills, including Microsoft Office are essential; Comprehensive knowledge of the City of Lowell's Parking Regulations. CAPP (Certified Administrator of Public Parking) certification or evidence of on-going professional enhancement.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to

interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send a resume, cover letter, and three (3) references to: Mary Callery, Human Relations Director, City of Lowell Human Relations Office, Room 19, City Hall, Lowell, Mass 01852 by 4:00pm on: Deadline: November 9, 2015 . Applicants may also submit resume, cover letter, and three (3) references to cityjobs@lowellma.gov

EOE/AA/504 Employer